

Chairman:
CRAIG A. GREENING
Members:
Q. J. HUMPHREYS
DENNIS C. MILLER
JOHN L. PARKER
DIANA STOUT
EVERETTE SULLIVAN

Committee for the Purchase of Commodities and Services from the Handicapped

ROOM E-108
STATE CAPITOL BUILDING
CHARLESTON, WEST VIRGINIA 25305-0139

Ex Officio Members:
DICK ESTILL
Executive Secretary
DANNY MYERS
Executive Director
West Virginia Association
Rehabilitation
Facilities

MINUTES

August 26, 1991
SMALL P & P CONFERENCE ROOM
WEST VIRGINIA REHABILITATION CENTER COMPLEX
INSTITUTE, WEST VIRGINIA

The meeting of the Governor's Committee for the Purchase of Commodities and Services from the Handicapped was called to order at 9:30 a.m. by Craig Greening, Chairman. Other members in attendance were: Q. J. Humphreys, Dennis Miller, John Parker, Diana Stout, Mark Workman, alternate for Ms. Stout, and Everette Sullivan. Ex officio members in attendance were Danny Myers and Dick Estill. Invited guest was Stephen R. King, Division of Rehabilitation Services.

There being no additions or corrections, the minutes were approved as submitted. The treasurer's report shows the Committee account balance at \$5,000 with no monies yet expended. Next month's report will reflect expenditures for the fiscal year.

The next order of business was the CNA's annual statistical report of the Committee for the Purchase of Commodities and Services from the Handicapped, FY 90-91. In reviewing the report, Danny Myers indicated that it contained no non-handicapped employment hours in spite of the fact that the Department of Health and Human Resources' janitorial contract contains some non-handicapped workers. Other highlights of the report revealed \$2,383,528.81 in total sales for the fiscal year. Other statistics in the report are as follows: At the end of the fiscal year, the program employed 127.45 full-time equivalent workers and a total of 276 workers employed in the program. According to Mr. Myers, there is State Use economic activity in 50 of West Virginia's 55 counties.

The first contract presentation was the statewide mail pre-sorting contract. Mr. Myers indicated that it was not necessary for the Committee to make a determination of fair market price until its September meeting. However, the Committee felt it had sufficient information on which to make a fair market price determination. The buyer, Stephanie Chafin, had collected pre-sort information from two prospective vendors listed as Vendor A and Vendor B. Vendor B was eliminated as it did not bid all service categories, such as first-class permit, third-class permit, and fourth-class permit. The other vendor, Vendor A, in the opinion of the Committee bid first-class random sequence pre-sort at \$20 per thousand, with additional charges per piece for residuals. The price proposed by Shawnee Hills for first-class random pre-sort was \$23.30 per thousand on qualified pieces. One Committee member experienced in mail pre-sorting indicated that on average Vendor A's price is higher than the Shawnee Hills proposal. Diana Stout moved, seconded by Q. J. Humphreys, that \$23.30 per thousand be adopted as the fair market price for first-class pre-sort with \$34.94 per thousand for first-class permit; \$34.94 per thousand for third-class permit; and \$50 per thousand for fourth-class permit. Motion passed unanimously.

P
sin

The second contract presentation was a contract renewal with the Public Service Building with the work to be performed by Shawnee Hills. This renewal contract consists of 43,875 square feet and involves a supervisor and two workers. The CNA submitted the contract to the Committee with a reduction in hours worked per day from eight per employee to seven-and-a-half hours per employee in order to keep the contract at the same price as last year's contract. The Committee unanimously rejected this proposal since it would mean that seven-and-one-half fewer hours per week would be available to clean this large building. Everette Sullivan moved, seconded by Dennis Miller, that this contract be approved at a monthly rate of \$3,083.81 or an annual rate of \$37,005.72. The approximate cost per square foot is \$.8434. Motion passed unanimously.

The next contract presentation was for janitorial services for the Research and Training Center, a division of the Division of Rehabilitation ~~Services located at Dunbar~~, West Virginia. This contract consists of approximately 8,000 square feet and involves a supervisor two hours daily and one worker two hours daily or .5 full-time equivalents. The increase to this contract is very minor (\$332.52 yearly) and is related to increases in the minimum wage which cover a full twelve months as opposed to an increase in minimum wage payments for part of the year in last year's contract. The annual cost of this contract is \$7,532.52, or approximately \$.9416 per square foot. Motion to approve the contract was made by Q. J. Humphreys, seconded by Dennis Miller. Motion passed unanimously. Danny Myers also noted that since the Committee's last discussion of quality assurance issues related to this contract, there have been no documented problems.

The next contract presentation was for janitorial services to be performed by the Sheltered Workshop of Wood County at the state office building in Parkersburg. Since Mr. Greening is employed by this facility, he abstained from discussion and voting on this contract. This contract consists of 35,000 square feet and employs a supervisor, one worker, and a second worker half-time. The monthly cost of this contract is \$2,731.46 or \$32,777.52 annually. The approximate cost per square foot is \$.9365; however, this is misleading since the tenants will in all likelihood want to add an additional 4,500 square feet to this contract at a later date. The rate per square foot added will be \$.0780 per month when the tenants want and need to have this additional space cleaned. Motion was made by Everette Sullivan, seconded by Q. J. Humphreys, that this contract be approved. Motion passed unanimously.

The next order of business was a letter submitted to John Parker by Rhonda Sharp of the Jackson County Developmental Center containing a progress report on data entry operations at JCDC and plans for constructing a new facility at Ravenswood. The Committee felt that JCDC is making good progress.

Danny Myers gave a progress report on rest stop maintenance involving rehabilitation facilities and early negotiations with Mr. Hammond of the Department of Transportation. Early negotiations thus far are very encouraging, with the only possible problem being figuring consumable supplies for janitorial work at the various sites. Mr. Myers also informed

the Committee that negotiations between Precision Services and the Preston County Workshop are continuing and that a meeting is to occur on September 12, 1991, at the Clarkstown District Office of the Division of Rehabilitation Services between the two facilities. Mr. Myers will give the Committee a progress report on these negotiations at the next meeting.

The last remaining item of business to be brought before the Committee was a problem with supervision of janitorial work at a regional jail site. Danny Myers will continue to monitor this situation for the Committee.

There being no further business to be brought before the Committee, it was in adjournment with the time and place for the next meeting being Wednesday, October 2, 1991, at 10 a.m. at the Sheltered Workshop of Wood County (conference room), 1007 Mary Street, Parkersburg, West Virginia.

Craig A. Greening, Chairman

John D. Parker, Recorder